

## **Workers' Compensation VSDP/Work Related Disability**

### **CASE I – Less than 21 Days**

Joan Jones was injured at her place of employment on 5/5/2005 at 3:30 p.m. Joan notified her supervisor as well as Human Resources. Human Resources completed the necessary paperwork to start the Workers' Compensation claim. She left work at 4:00 p.m. to the approved Workers' Compensation physician. At that time, the agency used 1 hour of other leave to cover Joan's last hour of work.

Joan is also a participant in VSDP. VSDP has initially started the employee as Non-Work Related VSDP pending approval from MCI concerning the Workers' Compensation Claim. Joan's salary each pay period is \$1151.13.

#### **DAYS OF INCOME REPLACEMENT ARE AS FOLLOWS:**

##### **NON WORK RELATED**

5/13 - 6/06	100%
6/07 - 7/01	80%
7/02 - 9/14	60%

**Workers' Compensation  
VSDP/Work Related Disability**

**CASE I – Less than 21 Days**

**Pay Period 4/25-5/9/2005**

**Payroll and Leave Impact**

4/25 – 5/5      72 Hours Regular Pay

5/6 – 5/9      16 Hours Leave

**VSDP Impact**

VSDP is in effective 5/13.

11 work days in period

\$1151.13 divided by 11 days = \$104.65 per day

11days (88 hrs) – ( 72 hours worked and 16 hours leave usage)

Regular: 11 days @ \$104.65 = \$ 1151.13 Leave employee Salary Automatic

**Please Note** - We are paying Non-Work Related VSDP Benefits to the employee until the OWC determines the status of the employee's claim. Once the claim is approved, the processor will need to reclassify the payments into the correct Special Pays. Once the Workers' Compensation claim is approved, only child support deductions, employer paid deductions, and direct deposit deductions are allowed on a Special Pay 02 payment. Deductions are allowable on any supplemental payment.

NO PAYROLL TRANSACTION IS REQUIRED FOR THIS PERIOD.

## Workers' Compensation VSDP/Work Related Disability

### CASE I – Less than 21 Days

Leave transactions will need to be keyed to show Joan's absence from work.

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SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> GUH 230,150,1 ON HMSUA

i COMPANY--> 00230 BATCH--> 00150 PAGE--> 01 STATUS--> NEW BATCH

---- LEAVE ACTIVITY DETAIL ----

EMPLOYEE LEAVE LEAVE DATE DATE
NUMBER TYPE HOURS FROM TO
12345678900 ot 1.00 0506200500 00/00/0000
12345678900 fp 16.00 0506200500 0509200500
00000000000 — 00.0 00/00/0000 00/00/0000
00000000000 — 00.0 00/00/0000 00/00/0000
00000000000 — 00.0 00/00/0000 00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> Y

A287W-NO RECORD/S FOUND

10/16/05 09:23:58 1 M3LL CIP5
4B B 24/73
Connected to MS-SNA Server ACT75802 OVR CAP NUM

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**Workers' Compensation  
VSDP/Work Related Disability**

**CASE I – Less than 21 Days**

**Pay Period 5/10-5/24/2005**

**Payroll and Leave Impact**

5/10 – 5/12      Leave usage for waiting period.

5/13 – 5/24      VSDP

**VSDP Impact**

VSDP is in effective 5/13.

11 work days in period

\$1151.13 divided by 11days = \$104.65 per day

3 Days (24 hours) – (Leave Usage)

Regular Pay:	3 days @ \$104.65 =	\$ 313.94
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8 Days (64 Hours) – (VSDP)

Special Pay 61:	8 days @ \$104.65 =	\$ 837.19
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<b>Total:</b>		<b>\$1151.13</b>
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Example 1 Worksheet shows this calculation.

## Workers' Compensation VSDP/Work Related Disability

### CASE I – Less than 21 Days

PAYROLL WILL NEED TO KEY A TIME CARD SHORT SCREEN for Joan.

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SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> GUH 230,1 ON HUA03
-----TIME CARD SHORT-----
__ COMPANY--> 00230 BATCH NUMBER--> 0001 PAGE NUMBER--> 00001

EMPLOYEE   T TRN DEPT  O S D           A A
NUMBER     C CDE SEC  T H E   HOURS  RATE / AMT  WORKFIELD  D M
          D              D      (2ND LINE)  LABOR CODE  J T
1234567890 0 700  _____ 0 0 0  0000000 00000031394  00000000000  _ 1
0000000000 X 700  _____ 0 0 0  0000000 00000000000  00000000000  _ 0
0000000000 X 700  _____ 0 0 0  0000000 00000000000  00000000000  _ 0
0000000000 X 700  _____ 0 0 0  0000000 00000000000  00000000000  _ 0
0000000000 X 700  _____ 0 0 0  0000000 00000000000  00000000000  _ 0
0000000000 X 700  _____ 0 0 0  0000000 00000000000  00000000000  _ 0

A287W-NO RECORD/S FOUND
10/16/05 09:45:07 1 M3LL CIP5 ____
4B B 05/02
Connected to MS-SNA Server
ACT75802
OVR NUM

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## Workers' Compensation VSDP/Work Related Disability

### CASE I – Less than 21 Days

PAYROLL WILL NEED TO KEY SPECIAL PAYMENT AS REGULAR PAYMENT for Joan.

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File Edit View Session Transfer Macro Settings Help

> GUH 230,2 ON HUC01

--SPECIAL PAYMENTS AS REGULAR PAYMENTS--

COMPANY--> 00230 BATCH NUMBER--> 0002 PAGE NUMBER--> 00001

EMPLOYEE NUMBER	C D	PAY TRN	STATE NO	LOCAL	DEPT SEC	S H	D E	DATE FROM	DATE TO	HOURS	RATE / AMT	A U
1234567890	0	7XX	061	000000		0	0	00000000	00000000	00000000	00000083719	1
0000000000	X	7XX	000	000000		0	0	00000000	00000000	00000000	00000000000	0
0000000000	X	7XX	000	000000		0	0	00000000	00000000	00000000	00000000000	0
0000000000	X	7XX	000	000000		0	0	00000000	00000000	00000000	00000000000	0
0000000000	X	7XX	000	000000		0	0	00000000	00000000	00000000	00000000000	0
0000000000	X	7XX	000	000000		0	0	00000000	00000000	00000000	00000000000	0
0000000000	X	7XX	000	000000		0	0	00000000	00000000	00000000	00000000000	0
0000000000	X	7XX	000	000000		0	0	00000000	00000000	00000000	00000000000	0

A287W-NO RECORD/S FOUND

10/16/05 09:51:42 1 M3LL CIP5

4B B 11/43 NUM

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# Workers' Compensation VSDP/Work Related Disability

CASE I – Less than 21 Days

PAYROLL WILL NEED TO KEY DEDUCTION OVERRIDES for Joan.

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File Edit View Session Transfer Macro Settings Help

> GUH 230,3

ON HUD01

-----DEDUCTION OVERRIDE-----

COMPANY--> 00230

BATCH NUMBER--> 0003

PAGE NUMBER--> 00001

EMPLOYEE NUMBER	C D	TRN	DED NO	STATE LOCAL	DEDUCTION GOAL	DEDUCTION AMOUNT (2ND LINE)	DATE FROM	DATE TO	DEDUCTION UTILITY	ADJ
1234567890	0	8	XX	015	000000	000000000000	00000001197	00000000	00000000	—
1234567890	0	8	XX	016	000000	000000000000	00000010257	00000000	00000000	—
1234567890	0	8	XX	020	000000	000000000000	00000000921	00000000	00000000	—
1234567890	0	8	XX	036	000000	000000000000	00000001899	00000000	00000000	—
0000000000	X	8	XX	000	000000	000000000000	000000000000	00000000	00000000	—
0000000000	X	8	XX	000	000000	000000000000	000000000000	00000000	00000000	—

A287W-NO RECORD/S FOUND

10/16/05 09:55:08 1 M3LL CIP5

4B B

16/55

Connected to MS-SNA Server

ACT75802

OVR CAP NUM



**Workers' Compensation  
VSDP/Work Related Disability  
CASE I – Less than 21 Days**

Leave transactions will need to be keyed to show Joan's absence from work.

> GUH 230,150,1 ON HMSUA

i COMPANY--> 00230 BATCH--> 00150 PAGE--> 01 STATUS--> NEW BATCH

---- LEAVE ACTIVITY DETAIL ----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE HOURS	DATE FROM	DATE TO
12345678900	FP	24.00	0510200500	0512200500
12345678900	SD	64.00	0513200500	0524200500
00000000000	---	00.0	00/00/0000	00/00/0000
00000000000	---	00.0	00/00/0000	00/00/0000
00000000000	---	00.0	00/00/0000	00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> Y

A287W-NO RECORD/S FOUND

10/16/05 09:23:58 1 M3LL CIP5

4B B 13/73

Connected to MS-SNA Server ACT75802 OVR CAP NUM



**Workers' Compensation  
VSDP/Work Related Disability  
CASE I – Less than 21 Days**

Joan returns to work full time on May 25<sup>th</sup>. Her VSDP claim is closed. On May 30<sup>th</sup>, the agency receives notification from VSDP and MCI that Joan's Workers Compensation Claim has been approved. At this point, Joan's Workers' Compensation claim did not exceed the required 21 days. A new action report is received at the agency reflecting the approval of the Workers' Compensation claim, and an ending date of 5/24/2005.

THE NEW DAYS OF INCOME REPLACEMENT ARE AS FOLLOWS:

WORK RELATED

5/13 - 8/05	100%
8/06 - 8/30	80%
8/31 - 9/14	60%

The agency will have to recalculate Joan's payment for the period of 5/10-24 to reflect the Workers' Compensation payment and VSDP Workers' Compensation Benefit.

**Workers' Compensation  
VSDP/Work Related Disability  
CASE I – Less than 21 Days**

**Pay Period 5/10-5/24/2005 – WORKERS' COMPENSATION APPROVED Recalculation**

**Payroll and Leave Impact**

5/10 – 5/12      Leave usage for waiting period.  
5/13 – 5/24      Workers' Compensation and VSDP

**VSDP Impact**

VSDP is in effective 5/13.

15 Total Days in period

11 work days in period

\$1151.13 divided by 11days = \$104.65 per day

3 Days (24 hours) – (Leave Usage)

Regular Pay:	3 days @ \$104.65 =	\$ 313.94
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Workers' Compensation Payment

Special Pay 002:	12 days @ \$ 52.12 =	\$ 625.42
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VSDP Workers' Compensation Payment

Special Pay 062:	\$1151.13 - 313.94 – 625.42 =	\$ 211.76
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<b>Total:</b>		<b>\$1151.13</b>
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Example 2 Worksheet shows this calculation.

### CASE I – Less than 21 Days

Payroll will need to key an adjustment for Joan in the **Pay Period 5/25-6/09/2005** using the HTPSA screen. **No other adjustments are needed.**

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SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> GUH 230,12345678900 ON HTPSA

-----EMPLOYEE SPECIAL PAY ADJUSTMENT-----

__ COMPANY--> 00230 EMPLOYEE NO--> 1234567890 - 0 PAGE NUMBER--> 00001

TRN CHECK NO.   CHK DT   BEG DT   END DT   REAS  TU      NET      + Y
503 2300000001  06162005 05102005 05242005  _    000  00000000000  + y
    ST/LOC DPT/SEC OT SH   FROM      TO      HOURS  AMT / LAB CODE  SUI ST
400 000000  _    0  0  00000000 00000000 0000000 000000000000  00  + y
400 000000  _    0  0  00000000 00000000 0000000 000000000000  00  + y

    ST/LOC FIT / OASDI  SIT / HI  LOCAL / DI  OTHER      GROSS      + Y
500 000000 000000000000 000000000000 000000000000 000000000000 000000000000  + y
    000000000000 000000000000 000000000000
    PAY ST/LOC DPSEC PISU   FROM      TO      HOURS  AMT / LABOR NON TAXABLE + Y
6XX 061 000000  _    0  00 00000000 00000000 0000000 00000021176 000000000000 - y
6XX 062 000000  _    0  00 00000000 00000000 0000000 00000021176 000000000000 + y

TAXES 000000000000 +NET 000000000000 =TOT PAYS 000000000000 =GROSS 000000000000
A287W-NO RECORD/S FOUND

                                10/16/05 10:22:24 1 M3LL CIP5 _

4B B 21/53
Connected to MS-SNA Server
ACT75802
OVR NUM

```

### **CASE I – Less than 21 Days**

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## **Workers' Compensation VSDP/Work Related Disability**

### **CASE II – More than 21 Days**

**In Case II – We are using the same case as before but extending her absence from work until June 9<sup>th</sup>. At that time, Joan returns to work on June 10<sup>th</sup>, but since the case went beyond 21 days, Workers' Compensation will reimburse the agency for the first 7 days. At that time, the agency will have to recalculate the employee's leave usage for the waiting period as well as doing the manual adjustments to the employee's payroll records.**

Recalculation of leave usage for Waiting Period:

Employee Semi-Monthly Salary	\$ 1151.13
Weekly WC Indemnity Benefit	364.83
Weekly Indemnity Benefit divided by 7	52.12
Hourly Indemnity Benefit	6.52

#### **CALCULATION OF LEAVE USAGE FOR THE WAITING PERIOD:**

Because Joan's WC case extended more than 21 days, the first 7 days of the claim become reimbursable. The following shows how to calculate the leave usage for that period.

1. EE's Annual Salary:	\$ 26,627.12
2. EE's Weekly Salary:	\$ 531.29
3. WC Weekly Indemnity Benefit	\$ 364.83
4. WC weekly benefit divided by weekly salary	.687
5. Daily WC Hours (Result of step 4 times 8 hours)	5.49
6. Daily leave usage (8 hours minus step 5)	2.51
7. Leave usage (5 times 2.51)	12.55
8. Number of WC leave hours (5 times 5.49)	27.45

**Workers' Compensation  
VSDP/Work Related Disability  
CASE II – More than 21 Days**

**Pay Period 4/25-5/9/2005 - Recalculation**

**Payroll and Leave Impact**

4/25 – 5/5      72 Hours Regular Pay

5/6 – 5/9      5.00 Hours Leave

5/6 – 5/9      11.00 Hours Workers' Compensation

**VSDP Impact**

VSDP is in effective 5/13.

11 work days in period

\$1151.13 divided by 11 days = \$104.65 per day

\$ 104.65 divided by 8 hours = \$ 13.08 per hour

Regular Pay Due:

77.00 hours @ \$ 13.08 = \$ 1007.24

Workers' Compensation due

Special Pay 002: 11 Hours @ \$ 6.51 per hour = \$ 71.92

VSDP Workers' Compensation Payment

Special Pay 062:      \$1151.13 – 1007.24 – 71.92 = \$ 71.97

Total: \$ 1151.13

Example 3 Worksheet shows this calculation.



**Workers' Compensation  
VSDP/Work Related Disability  
CASE II – More than 21 Days**

Payroll will need to key an adjustment for Joan in the **Pay Period 5/25-6/09/2005** using the HTPSA screen. **(In addition to the previous adjustments)**

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File Edit View Session Transfer Macro Settings Help

> GUH 230,12345678900 ON HTPSA

-----EMPLOYEE SPECIAL PAY ADJUSTMENT-----

\_\_\_ COMPANY--> 00230 EMPLOYEE NO--> 1234567890 - 0 PAGE NUMBER--> 00003

TRN	CHECK NO.	CHK DT	BEG DT	END DT	REAS	TU	NET		
503	2300000001	06162005	05102005	05242005		000	00000000000		+ Y
	ST/LOC	DPT/SEC	OT SH	FROM	TO	HOURS	AMT / LAB CODE	SUI ST	
400	000000		0 0	00000000	00000000	0000000	00000014389	00	- y
400	000000		0 0	00000000	00000000	0000000	00000000000	00	+ y
	ST/LOC	FIT / OASDI	SIT / HI	LOCAL / DI	OTHER		GROSS		+ Y
500	000000	00000000000	00000000000	00000000000	00000000000		00000000000		+ y
		00000000000	00000000000	00000000000					
	PAY ST/LOC	DPSEC	PISU	FROM	TO	HOURS	AMT / LABOR	NON TAXABLE	+ Y
6XX	062 000000		0 00	00000000	00000000	0000000	00000007197	00000000000	+ y
6XX	002 000000		0 00	00000000	00000000	0000000	00000007192	00000000000	+ y
TAXES 00000000000 +NET 00000000000 =TOT PAYS 00000000000 =GROSS 00000000000									
A287W-NO RECORD/S FOUND									
10/16/05 10:22:24 1 M3LL CIP5									

4B B 20/66

Connected to MS-SNA Server ACT75802 OVR NUM



## CASE II – More than 21 Days

Leave Maintenance will need to be performed to account for the approval of Workers' Compensation and the case going over 21 days.

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SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> GUH 230,158,1 ON HMSUM

i COMPANY--> 00230 BATCH--> 00158 PAGE--> 01 STATUS--> NEW BATCH

---- LEAVE MAINTENANCE DETAIL ----

      EMPLOYEE   LEAVE   LEAVE   LEAVE   DATE   DATE
      NUMBER     TYPE    SIGN   HOURS  FROM   TO
12345678900    fp      n      27.50  0506200500  0513200500
12345678900    wc      _      27.50  0506200500  0513200500
00000000000    _      _      000.0  00/00/0000  00/00/0000
00000000000    _      _      000.0  00/00/0000  00/00/0000
00000000000    _      _      000.0  00/00/0000  00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> y

A287W-NO RECORD/S FOUND

10/16/05 10:58:24 1 M3LL CIP5
4B B 24/73
Connected to MS-SNA Server
ACT75802
OVR NUM

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**Workers' Compensation  
VSDP/Work Related Disability  
CASE II – More than 21 Days**

**Pay Period 5/25-6/09/2005**

**Payroll and Leave Impact**

5/25 – 6/09      Workers' Compensation and VSDP

**VSDP Impact**

VSDP is in effective 5/13.

12 work days in period

\$1151.13 divided by 12 days = \$ 95.93 per day

Workers' Compensation due

Special Pay 002: 16 Days @ \$ 52.12 per day = \$ 833.90

VSDP Workers' Compensation Payment

Special Pay 062:      \$1151.13 – 833.90 = \$ 317.23

Total: \$ 1151.13

## CASE II – More than 21 Days

PAYROLL WILL NEED TO KEY SPECIAL PAYMENT for Joan to reflect her Workers' Compensation Payment and VSDP Workers' Compensation Benefit.

SNA

File Edit View Session Transfer Macro Settings Help

> GUH 230,1 ON HUE01

-----SPECIAL PAYMENTS-----

i\_ COMPANY--> 00230 BATCH NUMBER--> 0001 PAGE NUMBER--> 00001

EMPLOYEE NUMBER	T C	D TRN	PAY NO	STATE LOCAL	DEPT SEC	A X	H K	E D	DATE FROM	DATE TO	HOURS	RATE/AMT	ADJ	AU
1234567890	0	9XX	002	000000	_____	5	0	0	00000000	00000000	00000000	00000000	083390	
											000000000000			1
1234567890	0	9XX	062	000000	_____	5	0	0	00000000	00000000	00000000	00000000	031723	
											000000000000			1
0000000000	X	9XX	000	000000	_____	0	0	0	00000000	00000000	00000000	00000000	00000000	
											000000000000			0
0000000000	X	9XX	000	000000	_____	0	0	0	00000000	00000000	00000000	00000000	00000000	
											000000000000			0
0000000000	X	9XX	000	000000	_____	0	0	0	00000000	00000000	00000000	00000000	00000000	
											000000000000			0
0000000000	X	9XX	000	000000	_____	0	0	0	00000000	00000000	00000000	00000000	00000000	
											000000000000			0

A287W-NO RECORD/S FOUND

10/16/05 11:08:27 1 M3LL CIP5 \_\_\_\_\_

4B B 15/02

Connected to MS-SNA Server

ACT75802

OVR

NUM

## Workers' Compensation VSDP/Work Related Disability

## CASE II – More than 21 Days

PAYROLL WILL NEED TO KEY A TIME AND ATTENDENCE for Joan of \$.01 to allow her deduction override for VRS benefits to process.

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SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> GUH 230,2 ON HUA03
-----TIME CARD SHORT-----
i_ COMPANY--> 00230 BATCH NUMBER--> 0002 PAGE NUMBER--> 00001

EMPLOYEE   T TRN DEPT  O S D           A A
NUMBER     C CDE SEC  T H E   HOURS  RATE / AMT  WORKFIELD  D M
          D              D      (2ND LINE)  LABOR CODE  J T
1234567890 0 700  _____ 0 0 0   0000000 000000000001 000000000000  _ 1
00000000000 X 700  _____ 0 0 0   0000000 000000000000 000000000000  _ 0
00000000000 X 700  _____ 0 0 0   0000000 000000000000 000000000000  _ 0
00000000000 X 700  _____ 0 0 0   0000000 000000000000 000000000000  _ 0
00000000000 X 700  _____ 0 0 0   0000000 000000000000 000000000000  _ 0
00000000000 X 700  _____ 0 0 0   0000000 000000000000 000000000000  _ 0

A287W-NO RECORD/S FOUND
10/16/05 11:12:02 1 M3LL CIP5 _____
4B B 11/50
Connected to MS-SNA Server
ACT75802
OVR NUM

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## CASE II – More than 21 Days

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SNA
File Edit View Session Transfer Macro Settings Help
[Icons]
> GUH 230,3 ON HUD01

-----DEDUCTION OVERRIDE-----

_ COMPANY--> 00230 BATCH NUMBER--> 0003 PAGE NUMBER--> 00001

EMPLOYEE C DED STATE DEDUCTION DEDUCTION DATE DATE
NUMBER D TRN NO LOCAL GOAL AMOUNT (2ND LINE) FROM TO ADJ
1234567890 0 8 XX 015 000000 000000000000 00000001197 00000000 00000000 _
1234567890 0 8 XX 016 000000 000000000000 00000010257 00000000 00000000 _
1234567890 0 8 XX 020 000000 000000000000 00000000921 00000000 00000000 _
1234567890 0 8 XX 036 000000 000000000000 00000001899 00000000 00000000 _
0000000000 X 8 XX 000 000000 000000000000 000000000000 00000000 00000000 _
0000000000 X 8 XX 000 000000 000000000000 000000000000 00000000 00000000 _

A287W-NO RECORD/S FOUND

10/16/05 09:55:08 1 M3LL CIP5

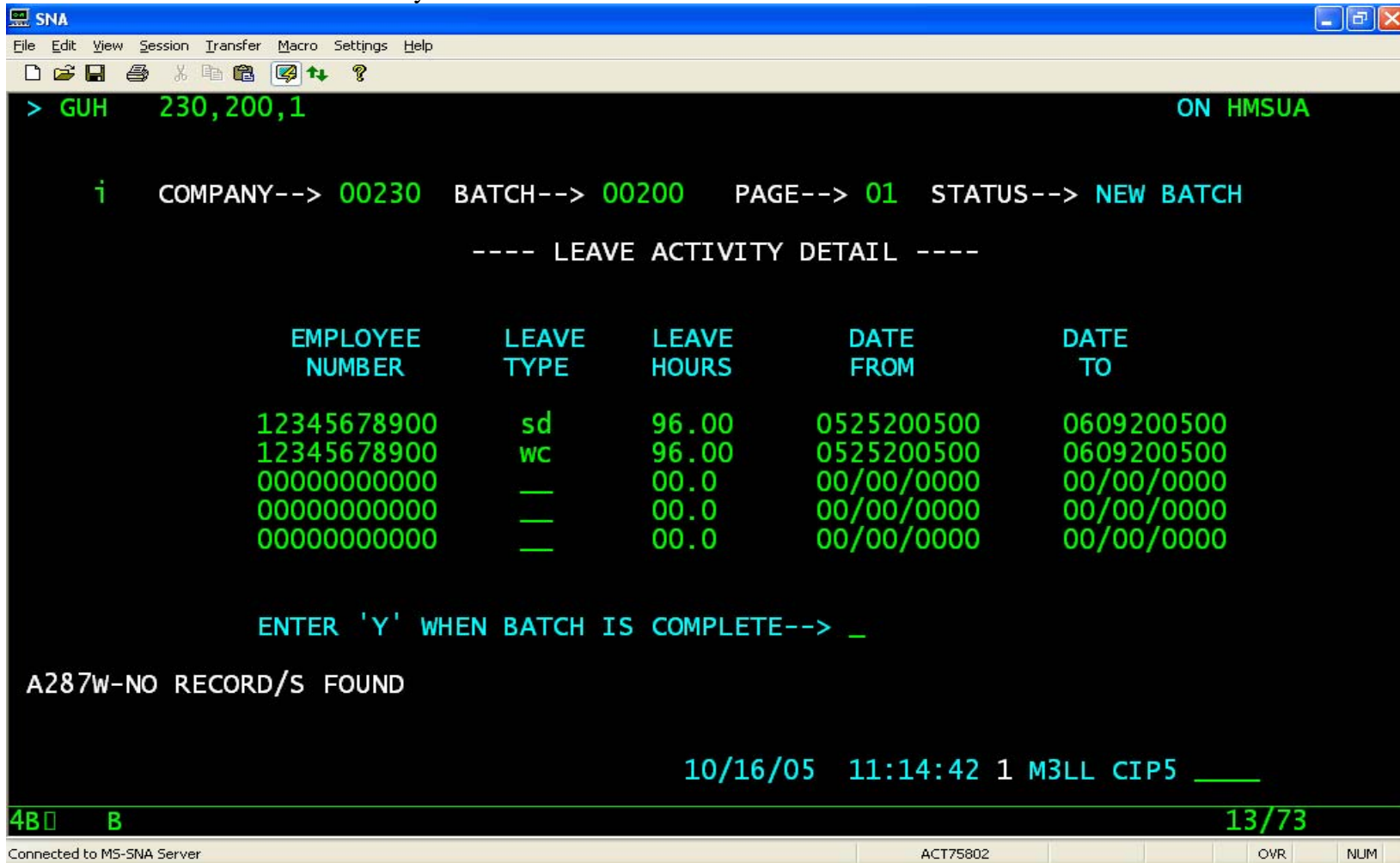
4B B 16/55
Connected to MS-SNA Server ACT75802 OVR CAP NUM

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**Workers' Compensation  
VSDP/Work Related Disability  
CASE II – More than 21 Days**

Leave transactions will need to be keyed to show Joan's absence from work.



SNA

File Edit View Session Transfer Macro Settings Help

> GUH 230,200,1 ON HMSUA

i COMPANY--> 00230 BATCH--> 00200 PAGE--> 01 STATUS--> NEW BATCH

---- LEAVE ACTIVITY DETAIL ----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE HOURS	DATE FROM	DATE TO
12345678900	sd	96.00	0525200500	0609200500
12345678900	wc	96.00	0525200500	0609200500
00000000000	—	00.0	00/00/0000	00/00/0000
00000000000	—	00.0	00/00/0000	00/00/0000
00000000000	—	00.0	00/00/0000	00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> \_

A287W-NO RECORD/S FOUND

10/16/05 11:14:42 1 M3LL CIP5

4B B 13/73

Connected to MS-SNA Server ACT75802 OVR NUM

**Workers' Compensation  
VSDP/Work Related Disability**

**CASE II – More than 21 Days**

Joan returned to work on June 10<sup>th</sup>. The agency received the reimbursement checks from MCI on June 14<sup>th</sup>. At that time, the agency reconciles the Workers' Compensation Payments made to the employee with the reimbursement checks. At that time, all monies agree. If they do not agree, an audit would have to be performed to ascertain where an error occurred, and make any adjustments needed.